Proctor Agreement Form – Online Courses

Student Information

You must choose a person from the following list to act as a proctor: 1) corporate assigned proctor; 2) a full-time librarian; 3) administrator at a local school or college; 4) school superintendent, principal, counselor, administrator, or faculty member who is not your co-worker; 5) faculty member or administrator at an accredited college or university; 6) commissioned officer whose rank is higher than your own, or the education officer of the base (for military only). Your proctor cannot be related to you in any way or be chiefly a friend (it is not necessary that you know your proctor—many students meet their proctor for the first time when they approach them about proctoring).

After signing the certification below, have your proctor fill out the bottom portion of the form. The proctor should then return the form to the instructor by email.

I certify that the information on this form is true and complete. I understand that if I supply inaccurate or misleading information, I may be subject to discipline and my academic status in the University of Arizona may be affected.

Student Name (Print) ____________________________  Student Signature ____________________________

Email Address (Please use your @email.arizona.edu address if you have one) ____________________________

Phone Number ____________________________

Course(s) Number ____________________________ (Example: ECE 542 201)

Proctor Information

Identify the Proctor who will administer the exams and location where exams will be sent.

Proctor’s Name ____________________________

Phone Number ____________________________

Fax Number ____________________________

Company Name ____________________________

Proctor’s Email Address ____________________________

Address (This must be the Proctor’s Business address, Exams will be e-mailed unless that presents a problem) ____________________________

City, State & Zip ____________________________

Proctor’s Position at Business ____________________________

Relationship to Student (i.e. supervisor, none, etc) ____________________________

Proctor Agreement

The proctor agrees to the following responsibilities:

- Exam will not be given to the student until the specified time and date of scheduled exam.
- Provision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. Proctoring at a home address is not permitted.
- Verification of time limits and use of approved instructional materials (if stipulated) permitted during the examination process. Students may only use those materials listed in the exam instructions.
- Immediately notify the instructor if there is improper conduct on the part of the student or any evidence that the examination process has been violated.
- Upon completion of the exam, return the exam materials as indicated in the instructions you receive.

I understand and agree to carry out the responsibilities of an exam proctor in accordance with the requirements stated above.

Proctor Signature ____________________________

The proctor must submit this form by e-mail: mwm@email.arizona.edu

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